



MINUTES
CITY OF WAUPUN AMENDED – PLAN COMMISSION
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, May 20, 2020 at 4:45 PM
(Approved 7/15/20)

Committee Members Present:

Jeff Daane
Jerry Medema
Julie Nickel
Elton TerBeest (arrived at 4:57 p.m.)
Jill Vanderkin
Steve Brooks (ex-officio)

Committee Members Absent:

Fred Lueck
Mike Matoushek

Staff Present:

Sue Leahy Building Inspector/Zoning Administrator
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Guests:

Steve Brooks Waupun Utilities
Jeff Butzke Surveyor
Phil Cosson Ehlers
BJ DeMaa City of Waupun Fire Department
Todd Tesdal Insight FS

Call to order

Ms. Nickel called the meeting to order at 4:50 p.m.

Roll Call of Board Members

Roll call and quorum determined

Public Comment

None.

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Council Members and Citizens to the Plan Commission

Recognition of Ms. Vanderkin to the Plan Commission as the CDA representative is heard.

2. Selection of the Day of Month and Time of Plan Commission Meetings

Plan Commission meetings will continue to be held the third Wednesday at 4:45pm.

3. Approval of March 18, 2020 Minutes

A motion to approve the March 18, 2019 minutes was made by Mr. Daane and seconded by Mr. Medema, passing unanimously.

4. Public Hearing Regarding the Proposed Amendment of Boundaries and Project Plan for Tax Increment District #6

Mayor Nickel opened the public meeting to receive testimony for or against the proposed amendment to the boundaries and project plan for TID #6.

Administrator Schlieve gave a brief project update. The proposed amendment would incorporate the parcel that is the current location of the Laird Museum and two adjacent properties. The Historical Society no longer has the capacity to remain in the facility. The parcel is in a blighted area and is in need of redevelopment.

To prevent further blight to the property, the City is stepping in to redevelop the site. Administrator Schlieve identified three (3) projects that would be suitable for this site.

Mr. Cosson stated the proposed amendment is to add additional territory to the existing District's boundaries, and to amend the Project Plan to update and/or provide for the undertaking of additional expenditures. The proposed boundaries to be added to the original District boundary would be within an area generally detailed on the map provided in the agenda packet. Proposed additional projects costs of approximately \$350,000 may include, but are not limited to: property acquisition for development and rights-of-way, environmental audits and remediation, demolition, site grading, streetscaping and landscaping, potential development incentives including possible cash grants to owners, lessees or developers of land located within the district, professional and organizational services, administrative costs, and finance costs. Mr. Cosson informed the Plan Commission that all interested parties were given a reasonable opportunity to express their views on the proposed amendment of the District, the proposed projects and amended boundaries of the District, and the proposed Project Plan.

If the Plan Commission approves the resolution, it will be forwarded to Council for consideration at the June 9th meeting before going back to the Joint Review Board for consideration and action on June 25, 2020.

No members of the public were present. A motion was made by Mr. Daane and seconded by Mr. Medema to close the public hearing, passing unanimously. Mayor Nickel closed the public hearing.

5. Consideration and Possible Action on "Resolution Designating Proposed Amended Boundaries and Approving a Project Plan Amendment of Tax Incremental District No. 6, City of Waupun, Wisconsin".

A motion was made by Ms. Vanderkin and seconded by Mr. Daane to approve the resolution to amend the boundaries and amend the project plan to Tax Incremental District No. 6. Motion passed unanimously.

6. Review/Recommend to the Council – Certified Survey Map Review – New Frontier Land Surveying Lori Ct.

Ms. Leahy provided an overview of the changes on the certified survey map (CSM). The CSM meets all of the City's guidelines.

A motion to approve and recommend approval by the City Council was made by Mr. TerBeest and seconded by Mr. Medema, passing unanimously.

7. Review/Recommend to Council – Certified Survey Map Review – New Frontier Land Surveying CSM of 216 Welch St.

Ms. Leahy provided an overview of the changes on the certified survey map (CSM). The CSM meets all of the City's guidelines. Ms. Leahy mentioned the City will need to consider what to now do with the open space. Originally dedicated as a street, this parcel will no longer have street access.

A motion to approve and recommend approval by the City Council was made by Ms. Nickel and seconded by Mr. TerBeest, passing unanimously.

8. Extraterritorial Zoning Review/Recommend to Council – Steven Guell & Susan Rens for property located on Cortes Road in the Town of Chester

Ms. Leahy stated she is not familiar with the request but the project does meet the City's guidelines.

A motion to approve and recommend approval by the City Council was made by Mr. Medema and seconded by Mr. Daane, passing unanimously.

9. Site Plan Review – Insight FS at 1208 W. Brown St.

Mr. Tesdal provided an overview of the site plan. Phase I of the project was approved in 2019. Phase II is to construct a storage bin to the south of the work done in 2019. A variance was approved since the height of the bin is 133ft tall.

Mr. Daane stated MSA has been consulted and believe that a stormwater plan needed to be in place prior to work starting on this project.

Chief DeMaa raised concerns regarding accessibility around the bins since the structure will be 20-30 feet higher than what their equipment is capable of reaching, especially if there is an incident on the catwalk during maintenance. Mr. Tesdal stated it is company policy to not allow entry to a bin from the roof. If there is a medical emergency in the bin, entry is accessible at the base.

A motion to approve the site plan contingent on the approval of a stormwater plan was made by Mr. TerBeest and seconded by Mr. Daane, passing unanimously.

ADJOURNMENT

The motion to adjourn was made by Mr. Medema and seconded by Mr. TerBeest, passing unanimously. The meeting adjourned at 5:45 p.m.